

**Canadian Food Safety and Quality Program
Food Safety Initiative
Implementation Element Fact Sheet**



**Allowable FSI Travel Rates
2008-2009**

July 01, 2008

*Adapted by the Small Scale Food Processor Association (SSFPA) for use in the Implementation Element of the Food Safety Initiative (FSI) from the April 1, 2008 **Ministry Guidelines for Group I and II Allowances.***

Purpose:

This is a guide for persons traveling to attend training or perform FSI project activities. The individuals who may incur such expenses are FSI Outreach consultants and company employees and consultants authorized by a company's FSI representative.

The amounts listed are the maximum that the SSFPA will reimburse for travel by employees or consultants.

For Implementation funding, these expenses are part of the Total Eligible Costs eligible for reimbursement, and are not an additional expense that can be claimed above those Total Eligible Costs. Please refer to the Program Guidelines for details.

General:

“Travel” with respect to the FSI means the individual is at least 32 kilometres away from their usual location, on FSI Project business, with the approval of the company FSI representative administering the project. Travel begins and ends at designated departure and return locations determined by the company representative.

The most economic travel arrangements should be used consistent with the time available to conduct the business.

The travel expenses described below will be paid when:

- travel is needed in fulfilling services contracted by the applicant for their FSI activities;
- provision for travel expense has been included in the contract; and
- the company representative administering the FSI project authorizes the travel expense and verifies it meets the requirements of the program Guidelines.

Expenses incurred on out-of-province travel will not be reimbursed.

All other travel, not meeting the description of ‘travel ‘ above, must be approved by the SSFPA in writing before the additional travel expense may be incurred.

Private Car Transportation:

Effective March 30, 2008, an allowance of 49¢ per kilometre for the use of the contractor’s private vehicle may be claimed. It is intended to cover costs of gas and maintenance.

Reimbursement for parking essential to the business may be claimed. Receipts are required, while parking machine tickets marked with the total paid and signed by the claimant are acceptable.

Owners are responsible for ensuring they have adequate insurance to cover business use on behalf of the province.

Public Transportation:

Receipts are required for reimbursement of actual expenses incurred through the use of buses, airlines (most economical fare), ferries, taxis, rental cars and tolls.

When renting cars the cost of additional insurance, such as personal injury, collision or loss damage, offered by rental agencies will not be reimbursed.

Meal Allowance:

Effective March 30, 2008, the maximum daily amount that may be claimed for meals is \$46.25. Depending on the time of departure or arrival, the following partial day rates may be claimed.

Partial Day Rates

Breakfast (7 a.m.)	\$11.25	B&L	\$24.25
Lunch (12 noon)	\$13.00	L&D	\$35.00
Dinner (6 p.m.)	\$22.00	B&D	\$33.25

Meals that are provided free to individuals must not be claimed.

Accommodation:

In making a hotel selection for your travel:

- Select the most cost effective hotel that meets your business requirements considering the basic room cost and any supplementary costs for internet access, parking or other costs.
- Please note: Where breakfast is included, your reimbursement claim should not include a breakfast component.

You will be eligible for reimbursement for the full amount of the hotel's base rate, plus other applicable business expenses; e.g. parking, internet access.

Only the single occupancy rate will be reimbursed. You may only claim for authorized contract staff, supported by the "number in party" identified on the appropriate lodging receipt.

Original receipts and proof of payment are required.

When private accommodation is used, a maximum of \$30.00 per night may be claimed; receipts are not required.

Travel expenses must not be billed directly to the province or the SSFPA. Travel expenses will be reimbursed by the SSFPA after the final FSI claim form is submitted and approved. Travel invoices must be supported by a statement showing the accumulation of expenses for the trip under the various categories and to which original receipts, as required, are attached.

NOTE: Reimbursement for any expenses, including travel, depends on the applicant meeting all requirements set out in the Program Guidelines and Ultimate Recipient Agreement.

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